

The Michigan Judicial Institute Online Resources Desk Reference



Main Page

Site Search

MICHIGAN COURTS

Michigan Judicial Institute | [Site Map](#) | [Contact MJJ](#)

Home/Other Links Seminars/Webcasts Resources Web-based Training

This website now requires the use of Adobe Reader 7.0 to access some links. >>Please download your free copy.

The primary functions of MJJ are to:

- Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;
- Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;
- Research, write, and update legal reference publications; and
- Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.

Photo credit: Justin Maconochie Photography.

Primary services include providing a comprehensive continuing education program for judicial branch employees; assisting judicial associations and external organizations to plan and conduct training events; providing complete and up-to-date legal reference materials for judges, quasi-judicial hearing officers, and others; maintaining a reference library for use by judicial branch employees; and conducting tours of and other public outreach activities for the Michigan Supreme Court Learning Center.

The **Michigan Judicial Institute (MJJ)** was developed by the Michigan Supreme Court in 1977 to provide judges and court personnel with an opportunity to develop and enhance their professional skills. MJJ is a training division of the State Court Administrative Office of the Michigan Supreme Court.

Specific Services and Resources

- [Seminars](#)
- [Webcasts](#)
- [Web-based Training](#)
- [Publications](#)
- [Resource Library](#)
- [Learning Center](#)

Use the **Site Search** engine to link to specific topics or items of interest.

Short cut links can be found at the bottom of the Main Page.

Seminars/Webcasts Menu

One Court of Justice

Site Search Search

MICHIGAN COURTS Monday, January 26, 2009

Michigan Judicial Institute | [Site Map](#) | [Contact MJ](#)

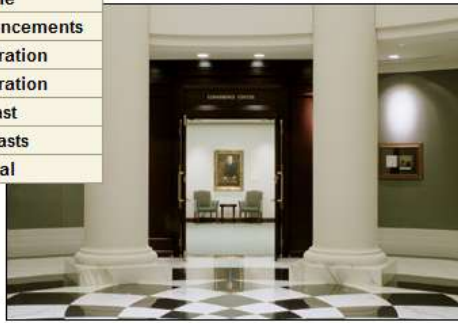
Home/Other Links	Seminars/Webcasts	Publications	Resources	Web-based Training
<p>This website now requires Reader 7.0 to access some download your free copy.</p> <p>Want to find out what's Check out MJ's Online Reference.</p> <p>The primary functions of MJ are to:</p> <ul style="list-style-type: none">• Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;• Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;• Research, write, and update legal reference publications; and• Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.	2008-09 Schedule			
	Seminar Announcements			
	Seminar Registration			
	Webcast Registration			
	Attend a Webcast			
	Archived Webcasts			
	Webcast Material			

Photo credit: Justin Maconochie Photography.

From this menu, users may access the MJJ seminar schedule of training programs for the current year, view upcoming seminar announcements, register for upcoming seminars and webcasts, attend a live or archived webcast, and access materials associated with each webcast.

Seminar Announcements



Site Search

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Home/Other Links	Seminars/Webcasts	Publications	Resources	Web-based Training
----------------------------------	-----------------------------------	------------------------------	---------------------------	------------------------------------

Seminar Announcements
(In PDF. Registration forms included.)
[Best Practices for Serving the Self-Represented](#), (March 25, 2009)
[Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness](#), March–April, 2009
[Judicial Symposium](#), April 28-30, 2009
[Basic Interviewing, Counseling, and Communication Techniques Seminar](#), April 29 – May 1, 2009
[Civil Procedure for District Court Clerks](#), May 20, 2009

Click on a seminar title
to view the seminar
announcement and/or
registration page.

Webcast Registration

One Court of Justice

Site Search Search

MICHIGAN COURTS

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Home/Other Links | Seminars/Webcasts | Publications | Resources | Web-based Training

MJI Webcast Registration Page

Upcoming Webcasts
Please review the list of webcasts below. Click on each webcast title to review a summary of the program and featured faculty.

Enrolling in an Upcoming Webcast
To enroll please click on a program title below then choose "Register" in the summary box. Complete the registration form as requested and click "Continue".

Civil Procedure for District Court Clerks
Ms. Donna Beaudet, Court Administrator, 46th District Court, Ms. Jill Bloth and Mr. Jim Inloes, Management Analysts, State Court Administrative Office, Ms. Tera Jackson-Davis, Civil Clerk Supervisor, 46th District Court

Wednesday, May 20, 2009 9:00 a.m. - 3:30 p.m.

The Michigan Judicial Institute is pleased to announce a one-day seminar targeting the needs of newer and less experienced district court clerk civil staff. Topics will include: General Civil Procedures; Landlord Tenant and Summary Proceedings; Small Claims and Miscellaneous Civil Proceedings; Post-judgment Matters; Bankruptcy; and, Miscellaneous Matters.

• [Seminar Announcement](#) • [Register for Webcast](#)

Duration
6:30 Hours

- [Best Practices for Serving the Self-Represented](#)
Wednesday, March 25, 2009 9 a.m. - 3:30 p.m.
- [Civil Procedure for District Court Clerks](#)
Wednesday, May 20, 2009 9:00 a.m. - 3:30 p.m.

You may register for all webcast training seminars via the online process. Simply click on the title of the seminar (1) from the list on the right to reveal more information in the box on the left (2). In our example, the user clicked on "WEBCAST: Child Welfare Services." To access the registration form, click the "Register" button at the lower right of the description box.

Attend a Webcast

The screenshot shows the Michigan Judicial Institute (MJI) Webcasts page. At the top, there is a navigation bar with the text "One Court of Justice" and a "Site Search" box. Below this is a black banner with "MICHIGAN COURTS" and "Michigan Judicial Institute | Site Map". A secondary navigation bar includes links for "Home/Other Links", "Seminars/Webcasts", "Publications", "Resources", and "Web-based Training". The main content area is titled "MJI Webcasts" with a link to "Click here for detailed instructions". Below this is the heading "Michigan Judicial Institute Webcasts". A text block states: "Using the buttons below, you may enroll in upcoming webcasts, attend live webcasts, or view archived (recorded) webcasts." To the right of this is a "Technical requirements" section with a "Test Your System" icon and a list of requirements. In the center, a box contains buttons for "View Upcoming Webcasts", "Library of Archived Webcasts", and "Attend Today's Webcast". A text block in the center of this box provides details about the next live webcast: "Next Live-Webcast: Civil Procedure for District Court Clerks will air on Wednesday, May 20, 2009 9:00 a.m. - 3:30 p.m. Virtual doors will open 30 minutes in advance." Below this is a calendar widget showing the dates 36, 18, 11, and 35, with "Days Hours Mins Secs" underneath. At the bottom of the box is a link to "Please use our wizard to test your system compliance." and a link to "Terms Of Use | Privacy Statement".

1 → View Upcoming Webcasts

2 → Library of Archived Webcasts

3 → Attend Today's Webcast

Technical requirements:
In order to be able to attend live programs or to view archived programs, you will need the following:

- Deactivate pop-up blockers or allow pop-up from the domain you-niversity.com ([learn how](#)).
- Enable cookies in your browser ([learn how](#)).
- An IBM PC compatible computer.
- IE (Internet Explorer) 6.0+ Internet Browser by Microsoft Inc. (We apologize but these presentations include features available only through Internet Explorer WEB-browser)
- Windows Media Player 9.0+ Plug-In by Microsoft Inc. Please check on Microsoft's site the latest available version suitable for your operating system.
- A 450MHz+ CPU, 128MB+ RAM
- Sound card and speakers (or headphones)
- Screen resolutions of 1024x768 (recommended), or 800x600
- An Internet connection with a minimal speed of 56 Kbps (lower bandwidth is supported but the reception quality may deteriorate).
- Operating System: Windows 98/2000/ME/XP. MAC Users: The current IE browser for MAC does not support the slideshow visuals. Our next release will support it.
- Firewall setup considerations
- Improving the Audio and Video Reception

From the “Attend a Webcast” page, you may:

1. View a list of upcoming webcasts. (See page 6 for an example.)
2. View the MJI library of archived webcasts. (See page 8 for an example.)
3. Attend a webcast that is scheduled for the day. As you can see from our example, the next webcast is over 36 days away, therefore a webcast is not currently in progress. On the day of a live webcast, participants may click on “Attend today’s webcast” and log in up to 30 minutes prior to the start of the webcast.

Library of Archived Webcasts

The screenshot shows the Michigan Courts website interface. At the top, there is a header with the Michigan Courts logo, a site search bar, and the date 'Thursday, April 16, 2009'. Below the header is a navigation menu with links: Home/Other Links, Seminars/Webcasts, Publications, Resources, and Web-based Training. The main content area is titled 'Welcome To MJL Online-Courses Library'. It includes a 'Viewing courses' section with instructions on how to view archived courses and a note about technical requirements. Below this is a box with a list of categories: Miscellaneous, Court Rules, Circuit, Family, FQC, District/Municipal, and Probate. A yellow callout box with an arrow points to the 'Miscellaneous' link, containing the text: 'To view a list of programs pertinent to your court type, click on the appropriate category.' The 'Miscellaneous' section is expanded, showing a list of webcasts including 'An Introduction to Webcasting', 'Investing for Your Retirement', 'Emergency Management Training for Judges and Court Administrators', 'Certified Electronic Recorder (CER) Training Seminar', 'Certified Electronic Operator (CEO) Training Seminar', 'Michigan Judicial Institute Educational Update', 'General Record Retention and Destruction', and 'Jury Administration Guidelines and Best Practices'. Each webcast entry includes a title, duration, and a link to access presentation materials.

Viewing courses
To view an archived course, please click on the course title.
Note: if you not have done so before, **please check that your system meets the technical requirements** and then use our **wizard to test your system** compliance. If you encounter any problem, please e-mail our [Help Desk](#), or call our toll-free support line 1-877-867-7300.

If you wish to view a listing of those programs pertinent to the court in which you work, please click on the court category below.

[Miscellaneous](#) | [Court Rules](#) | [Circuit](#) | [Family](#) | [FQC](#) | [District/Municipal](#) | [Probate](#)

Miscellaneous

[An Introduction to Webcasting](#) (15 Min)

[Investing for Your Retirement: A Review of Recent Changes to the State Sponsored Retirement Plans](#) (1 Hrs. 50 Min)

[Click here to access presentation materials](#)

Emergency Management Training for Judges and Court Administrators

- [Emergency Management Training for Judges and Court Administrators - Part 1](#) (1 Hrs 25 Min)
- [Emergency Management Training for Judges and Court Administrators - Part 2](#) (2 Hrs 3 Min)
- [Emergency Management Training for Judges and Court Administrators - Part 3](#) (44 Min)
- [Emergency Management Training for Judges and Court Administrators - Part 4](#) (1 Hrs 4 Min)

Note: This program is passcode protected. Please contact MJL at 517-373-7171 to obtain the passcode.

Certified Electronic Recorder (CER) Training Seminar

- [Certified Electronic Recorder \(CER\) Training Seminar - Part 1](#) (2 Hrs 19 Min)
- [Certified Electronic Recorder \(CER\) Training Seminar - Part 2](#) (2 Hrs 36 Min)

Note: This program requires a passcode.
Please contact Connie Davis at 517-373-9526 to obtain your passcode.

[Click here to access presentation materials](#)

Certified Electronic Operator (CEO) Training Seminar (2 Hrs. 3 Min)

Note: This program requires a passcode.
Please contact Connie Davis at 517-373-9526 to obtain your passcode.

[Click here to access presentation materials](#)

[Michigan Judicial Institute Educational Update](#) (10 Min)


[General Record Retention and Destruction](#) (16 Min)

[Click here to access presentation materials](#)

Jury Administration Guidelines and Best Practices

- [Jury Administration Guidelines and Best Practices - Part 1](#) (1 Hrs 4 Min)
- [Jury Administration Guidelines and Best Practices - Part 2](#) (1 Hrs 9 Min)

Webcast Material



Site Search

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Home/Other Links	Seminars/Webcasts	Publications	Resources	Web-based Training
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Webcast Material

2008-09


- [Best Practices for Serving the Self-Represented](#) (March 25, 2009)
- [Developing a Mental Health Court: Essential Elements and Lessons Learned](#) (November 18, 2008)
- [2008 PreBench Orientation Seminar](#) (November 14, 2008)
- [Investing for Your Retirement: A Review of Recent Changes to the State Sponsored Retirement Plans](#) (October 6, 2008)

2008

- [Judicial Symposium](#) (May 20, 2008)
- [Criminal Procedure Overview: A Training Seminar for Court Support Personnel](#) (April 29, 2008)
- [Child Support Formula Update](#) (March 25, 2008)
- [Family Division Judicial Symposium: Enhancing Judicial Decision-Making and Practices in Delinquency Proceedings](#) (March 20, 2008)

Materials associated with each webcast can be downloaded and printed from the “Webcast Material” page. Simply click on the appropriate seminar title for a link to the resources.

Seminar Online Registration



Site Search

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Home/Other Links	Seminars/Webcasts	Publications	Resources	Web-based Training
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This website now requires Reader 7.0 to access some download your free copy.

Want to find out what's Check out [MJJ's Online Reference](#).

2008-09 Schedule

Seminar Announcements

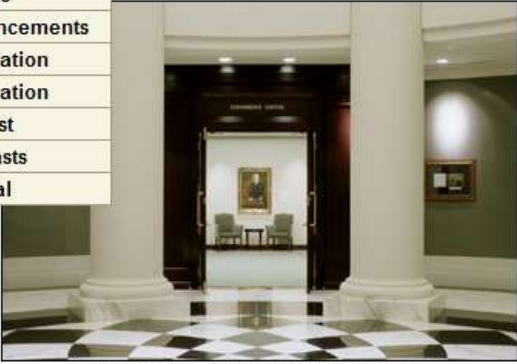
Seminar Registration

Webcast Registration

Attend a Webcast

Archived Webcasts

Webcast Material



The primary functions of MJJ are to:

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- Research, write, and update legal reference publications; and

Photo credit: Justin Maconochie Photography.

From this menu users can register for an MJJ seminar online by first selecting seminar registration.

Seminar Online Registration – cont'd

Michigan Court Application Portal MJJ Online Registration System

You are not currently logged in.

Home Help Desk

Welcome

Enter Invitation Code

Log In

User Name

Password

Reset Password
If you've forgotten your password, or it is now invalid, you can [request a new password](#).

Create Account
You do not need to create an account or log in to register for a seminar. However, if you [create an account](#), we will remember your information, and you can view your seminar history. We will not release your information to third parties for solicitation purposes. View our [privacy policy](#).

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

On the MJJ online registration page you will enter the Invitation Code that was included in the program announcement, and then click on Register. Or you may log in from this page if you've previously created a username and password. Your other option is to Create an Account from this page.

Seminar Online Registration – cont'd

Creating An Account

The screenshot shows the Michigan Court Application Portal MJI Online Registration System. At the top, there is a header with the Michigan Court Application Portal logo and the text "MJI Online Registration System". Below the header, a black bar contains the text "You are not currently logged in." and a "Home" link. To the right of the black bar is a "Help Desk" link. The main content area is titled "Search for Your Record". Below the title, there is a paragraph of text: "To create an account, enter your name and ZIP code and click the Search button. We will attempt to find your record in our database for you to select. If a match is found, click the Select button and the additional information will be populated for you. If no match is found, click the Create a new record button and enter the additional information." Below this text is a link that says "I don't want to create an account." Below the link are three input fields: "First Name", "Last Name", and "ZIP Code". Below the input fields is a "Search" button. To the right of the "Search" button is the text "for your existing record".

The first step in creating an account is that the system will search for an existing record. You will need to enter your name and zip code. Please use the name you typically use when you register for seminars. For example, if your name is Michael but you typically register as Mike, search using Mike first. It is more likely you will find your record that way. Type in your name and the zip code for your court, then click on Search.

Seminar Online Registration – cont'd

Creating and Updating an Account

Michigan Court Application Portal MJJ Online Registration System

Welcome, Ms. Catherine Weitzel

Account Options Home Help Desk

Update Account

To update your account, enter or modify the information as needed. The fields marked with an asterisk are required. When finished, click the Update Account button. Feel free to contact MJJ at (517) 373-7171 or mjj-info@courts.mi.gov with changes in name or address information.

[Return to menu](#)

Title	Training & Development Specialist *
Work Address Site Name	Michigan Judicial Institute *
Address Line 1	State Court Administrative Office *
Address Line 2	Michigan Hall of Justice
Address Line 3	
Room Number	
Post Office Box Number	30205
City	Lansing *
State	MI *
ZIP Code	48909 *
Phone	(517) 373-7510 *
Fax	(517) 373-7615
Primary E-Mail Address	weitzelc@courts.mi.gov *
Secondary E-Mail Address	
Web Site Address	
Dietary Needs	
Equipment or Special Needs	

If you have previously attended MJJ programs, your record will appear. You will be allowed to edit certain fields, such as your job title and court address. However you cannot edit your name or gender. Those fields can only be edited by MJJ staff. So if you have a name change, please contact MJJ directly and we'll make that change for you. At the bottom of the page you will set up your username and password. The password is quite restrictive. Please write this down someplace so that you are able to find it again when you register for another program. With your judge's permission, you may want to set up an account for him or her, especially if you find that you are often in charge of registering him or her for MJJ programs.

We strongly encourage you create an account. There are many required fields – you fill this in once and you're all set. They will automatically populate when you register for a seminar.

Seminar Online Registration – cont'd

Seminar Options

Michigan Court Application Portal MJI Online Registration System

Welcome, Ms. Catherine Weitzel

Account Options Seminar Options Home Help Desk

Judicial Symposium - Options

Summary
[View](#) seminar summary information.

Agenda
[View](#) seminar agenda.

Registration
[Register](#) for the seminar.

Location
[View](#) seminar location and get driving directions.

Courses
[View](#) seminar course descriptions.

If you have pop-ups blocked, you will not be able to view the Summary, Agenda, Course Descriptions, and Location screens. Refer to our [FAQ](#) sheet for instructions on how to allow pop-ups.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

The Invitation Code you entered is directly tied into that particular seminar. On this screen you have several options:

Summary – this will take you back to the Seminar Announcement

Agenda – this will provide you with the seminar agenda

Registration – click to register

Location – this will provide you with driving directions to the seminar location

Courses – this will give you course descriptions if applicable

Seminar Online Registration – cont'd

Michigan Court Application Portal MJI Online Registration System

You are not currently logged in.

Seminar Options Home Help Desk

Seminar Registration

The fields marked with an asterisk are required.

We're sorry, but the seminar is at maximum capacity. If you would still like to register, you will be automatically added to the wait list. If there is an opening, you will receive a confirmation e-mail.

Seminar Offering(s) ☒ Leading Your Court Through Emerging Issues & Challenging Trends: A Chief Judge, Chief Judge Pro Tem, and Court Administrator Seminar

Salutation Mr.*

First Name Cathy*

Middle Name*

Last Name Waitz*

Suffix*

Gender Female*

Title Judicial Education Coordinator*

Court S Supreme Court*

Work Address Site Name Michigan Judicial Institute*

Address Line 1 Supreme Court*

Address Line 2 Michigan Hall of Justice*

Address Line 3 325 W. Ottawa*

Room Number*

Post Office Box Number 3000*

City Lansing*

State MI*

ZIP Code 48909*

Phone (517) 373-7510*

Fax*

Primary E-Mail Address waitz@courts.mi.gov*

Secondary E-Mail Address*

Supervisor's E-Mail Address mccarty@courts.mi.gov*

Web Site Address*

Dietary Needs*

Equipment or Special Needs*

Teammates LIST TEAM HERE*

Additional Comments*

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

If you do NOT create an account, you are required to complete these fields each time you register for a seminar. Be sure that your name is spelled correctly, that you use Upper and Lower case letters, double check your salutation, your gender, and your job title. NOTE: The work address site name should be something like 46th District Court, or 4th Circuit Court. Also, please use the pull down menu for your court name. This will automatically populate the correct court address as it appears in our database. If this seminar had other offerings (different dates/locations) you would need to select the offering. Because there is only one (1) offering, you do not need to select the seminar location. If the seminar is team based, list TEAMMATES on this screen.

Seminar Online Registration – cont'd

Course Selection

The screenshot displays the 'Michigan Court Application Portal' and 'MJI Online Registration System'. A message at the top states 'You are not currently logged in.' Below this is a navigation bar with links for 'Seminar Options', 'Home', and 'Help Desk'. The main heading is 'Course Registration'. A note indicates 'The fields marked with an asterisk are required.' The page lists three seminar sessions for selection:

- Tuesday, December 09, 2008, 9:00:00 AM - 1:00:00 PM**
 - ☒ Session A: Leading Your Court Toward Excellence: Demonstrating Qualities of a High Performing Court
 - ☐ Not attending this session

Attendee Type:

Issues you'd like addressed:
- Wednesday, December 10, 2008, 9:00:00 AM - 12:00:00 PM**
 - ☐ Session B: Self-Represented Litigants: No Cost and Low Cost Court Practices & Programs that Work
 - ☒ Session C: Public Relations 101
 - ☐ Not attending this session

Attendee Type:

Issues you'd like addressed:
- Wednesday, December 10, 2008, 1:00:00 PM - 4:00:00 PM**
 - ☐ Session D: Assessing Internal Controls to Minimize Embezzlement
 - ☒ Session E: Managing Budget Reductions
 - ☐ Not attending this session

Attendee Type:

Issues you'd like addressed:

A 'Continue Registration' button is located at the bottom of the form. A footer note reads: 'To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).'

Select the courses you wish to attend.

Select the attendee type: participant / faculty / staff. If you are NOT attending a session, you will need to select that as well.

Click on Continue Registration

Seminar Online Registration – cont'd

Lodging

The screenshot shows the 'Lodging' section of the Michigan Court Application Portal. At the top, the header includes the Michigan Court Application Portal logo and the text 'MJI Online Registration System'. Below the header, a navigation bar contains links for 'Seminar Options', 'Home', and 'Help Desk'. The main content area is titled 'Lodging' and contains the following fields and options:

- Two radio buttons for lodging requirements:
 - ☐ I will NOT require lodging
 - ☒ I will require lodging and I am more than 65 miles away
- A dropdown menu for 'Occupancy' with 'Single' selected.
- A text field for 'Roommate'.
- A dropdown menu for 'Salutation'.
- Text fields for 'First Name', 'Middle Name', and 'Last Name'.
- A dropdown menu for 'Suffix'.
- Two checkboxes for 'Dates Needed':
 - ☒ 12/8/2008
 - ☒ 12/9/2008
- A text area for 'Comments' with the placeholder text '(No tracking)'. There is a small 'X' icon to the right of the text area.
- A 'Submit Registration' button.

At the bottom of the page, there is a small link: 'To report problems with the Michigan Court Application Portal, please visit our [Web Site](#).'

Here is where you will select lodging needs.
No credit card information is required.

Seminar Online Registration – cont'd

Registration Verification and Confirmation

Michigan Court Application Portal MJI Online Registration System

You are not currently logged in.

Seminar Options Home Help Desk

Verify Registration

Please review your information carefully and make changes as needed. The way your name and title appears here is the way it will be printed on your name badge.

Name Ms. Cathy Wetzel
Gender Female
Title Judicial Education Coordinator
Court E
Address Michigan Judicial Institute
Supreme Court
Michigan Hall of Justice
505 W. Ottawa
PO Box 30052
Lansing, MI 48908
Phone (517) 373-7510
Fax
Primary E-Mail Address wetzelc@courts.mi.gov
Secondary E-Mail Address
Supervisor's E-Mail Address mccarthyd@courts.mi.gov
Web Site Address
Dietary Needs
Equipment or Special Needs
Teammates LIST TEAM MEMBERS HERE
Additional Comments
Lodging Yes
Single Occupancy
Lodging needed on 12/8/2008, 12/9/2008
No smoking
Seminar Offerings Leading Your Court Through Emerging Issues & Challenging Trends: A Chief Judge, Chief Judge Pro Tem, and Court Administrator Seminar
Courses Session A: Leading Your Court Toward Excellence: Demonstrating Qualities of a High Performing Court (Tuesday, December 23, 2008, 9:00:00 AM - 4:30:00 PM)
Session C: Public Relations 101 (Wednesday, December 10, 2008, 9:00:00 AM - 12:00:00 PM)
Session E: Managing Budget Reductions (Wednesday, December 10, 2008, 1:00:00 PM - 4:00:00 PM)

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

This screen will give you at a glance the seminar, offering, and course/session you have selected. If you need to change anything you would do so here. Please double check your name, work address, e-mail address etc. If you need to change anything, select the CHANGE button at the bottom of the screen.

You will soon receive an e-mail confirmation that your registration was sent and received. Closer to seminar, you will receive seminar confirmation and seminar specific details.

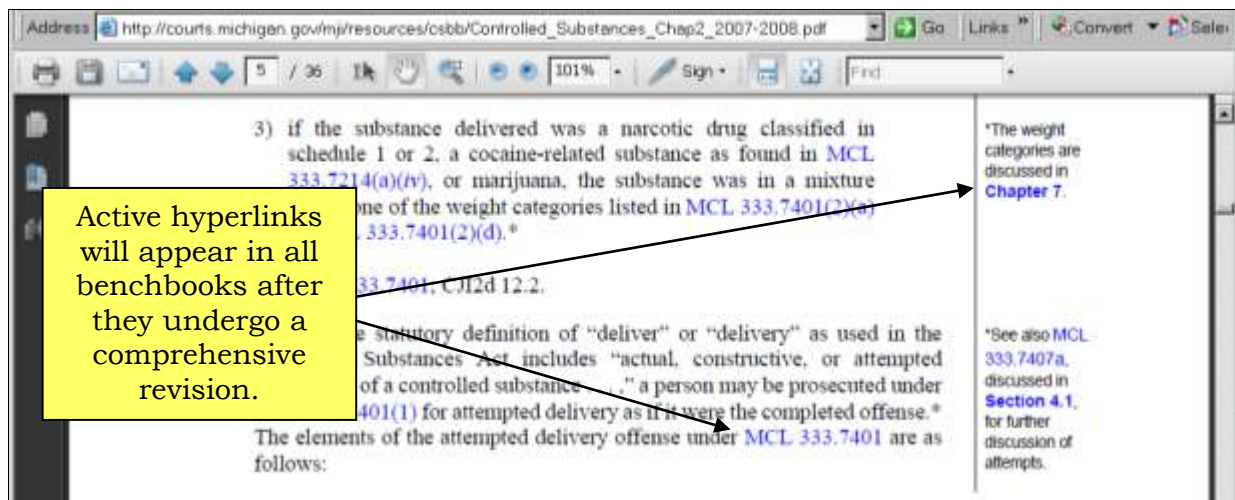
Please note: Your name badge will be printed based upon the information you enter when you register.

MJI Publications



All updates issued since a publication's most recent publication date and through September 30, 2008, have been integrated into the content of the benchbook. The benchbooks are in PDF format and are fully searchable using Adobe Acrobat's search features. Future updates to each benchbook will be formatted according to the content and page numbers appearing in the new version of the benchbook.

Note: Although all updates issued through September 30, 2008, have been integrated into the benchbooks, these new versions do not represent wholesale revisions of the benchbooks. These benchbooks represent cumulative versions of the benchbooks since each of their respective publication dates. The benchbooks do not contain Appendixes or other supplemental/special materials. As each book is updated, MJI will add active hyperlinks to statutory authorities cited in the text and to internal cross-references.



Updates

One Court of Justice

Site Search Search

MICHIGAN COURTS Friday, November

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MJI Publications

The MJJ publications team produces and revises trial court benchbooks as part of the MJJ's mission to keep judges and court employees informed of the very latest developments in Michigan law and procedure. Trial court benchbooks are procedural manuals that serve as reference tools for trial court judges, court staff and trial attorneys. The benchbooks are written by MJJ research attorneys and reviewed by advisory committees of judges, court administrators, court professional personnel and trial attorneys.

Distribution Policy: The Michigan Judicial Institute (MJJ) is the

- **UPDATES**
- [Adoption Proceedings Benchbook](#)
- [Child Protective Proceedings Benchbook \(Revised Edition\)](#)
- [Contempt of Court](#)
- [Controlled Substances Benchbook](#)
- [Crime Victim Rights Manual](#)
- [Criminal Procedures Monograph Series](#)
- [Domestic Violence Benchbook](#)
- [Friend of the Court DV Resource Book](#)
- [Handbook of Legal Terms](#)
- [Juvenile Justice Benchbook](#)
- [Juvenile Traffic Benchbook](#)
- [Legal Advice v Access to the Courts](#)
- [Michigan Circuit Court Benchbook](#)
- [Model Code of Conduct for Judicial Employees](#)
- [Print Training Modules](#)
- [Sentencing Guidelines Manual](#)
- [Sexual Assault Benchbook](#)
- [Traffic Benchbook—Third Edition](#)

Click on UPDATES to access the list of updates issued.

Updates to the benchbooks are issued quarterly. The updates may be accessed from the same page as are the benchbooks. Links to the quarterly updates to each benchbook appear in an appropriately labeled folder.

Address: <http://courts.michigan.gov/mjj/resources/quarterlyUpdates.htm> Go Links Convert Sales

benchbook

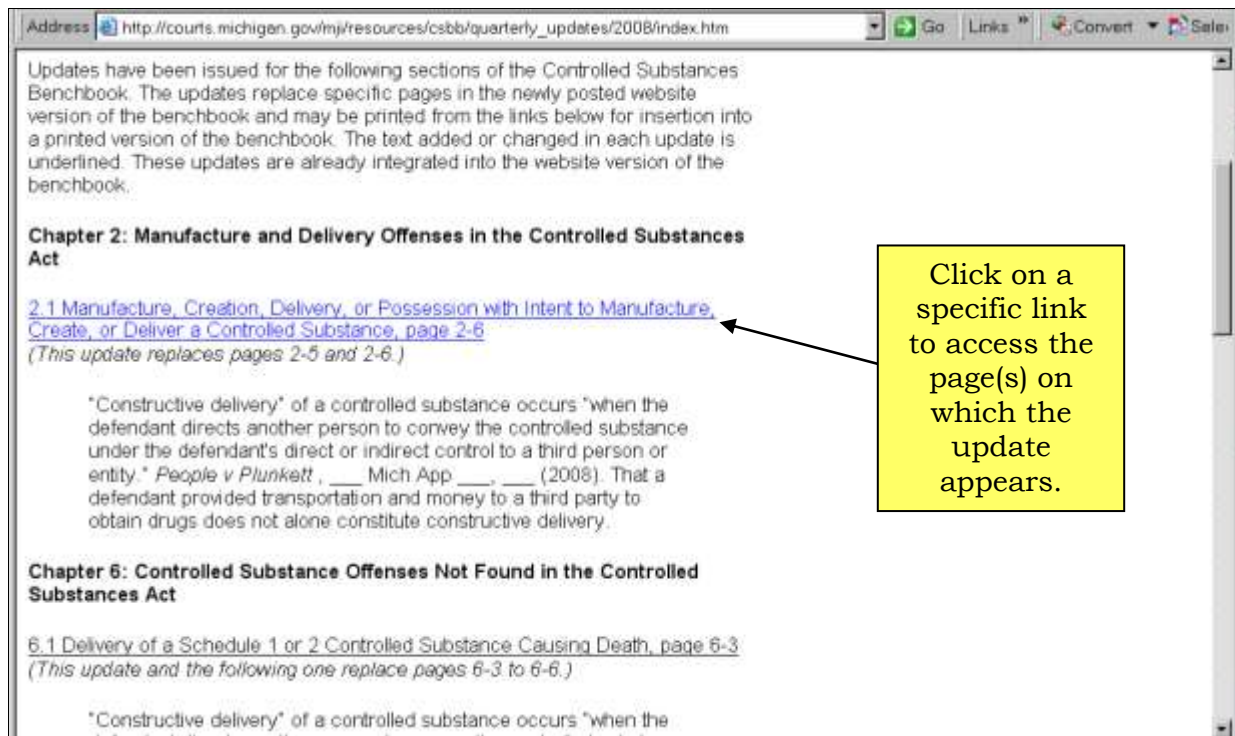
To view a complete list of all available MJJ publications, please visit our [Publications](#) page. To view all updates for a particular benchbook, go to the benchbook's main page from the [Publications](#) page.

2008 QUARTERLY UPDATES

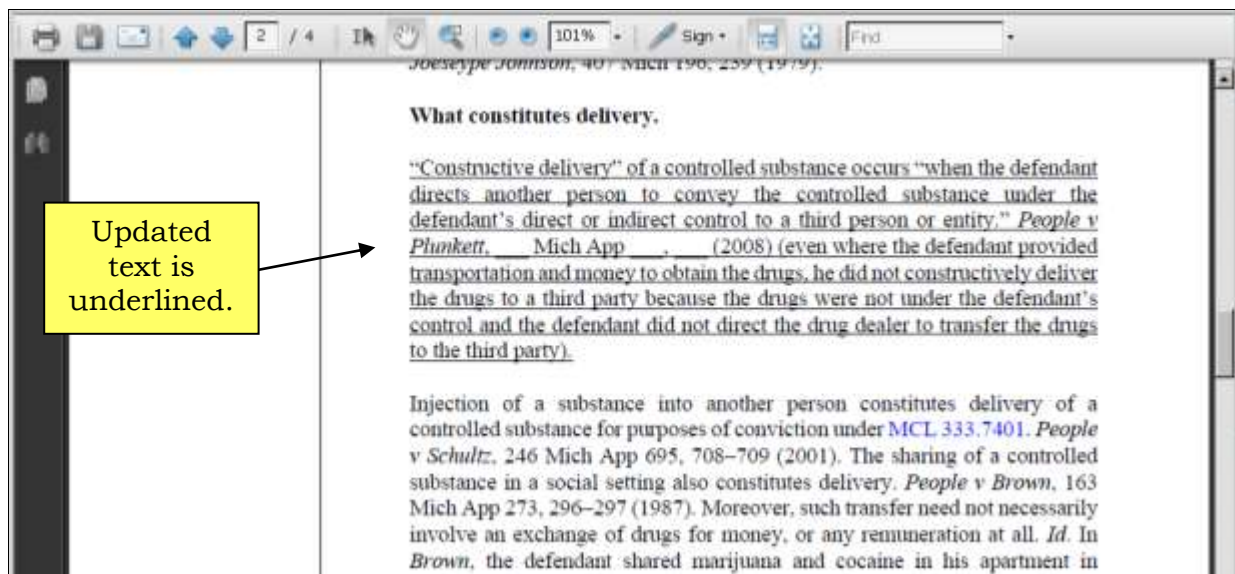
Fourth Quarter 2008

- [Domestic Violence Benchbook, Third Edition \(2004-2008\)](#)
- [Child Protective Proceedings Benchbook, Third Edition \(2006-2008\)](#)
- [Controlled Substances Benchbook \(2007-2008\)](#)
- [Crime Victim Rights Manual—Revised Edition \(2005-2008\)](#)
- [Criminal Procedure Monograph 2: Issuance of Search Warrants, Third Edition \(2006-2008\)](#)
- [Criminal Procedure Monograph 6: Pretrial Motions, Third Edition \(2006-2008\)](#)
- [Criminal Procedure Monograph 8: Felony Sentencing \(2005-2008\)](#)
- [Juvenile Justice Benchbook, Revised Edition \(2003-2008\)](#)
- [Juvenile Traffic Benchbook, Revised Edition \(2005-2008\)](#)
- [Michigan Circuit Court Benchbook \(2004-2008\)](#)
- [Sexual Assault Benchbook \(2002-2008\)](#)
- [Traffic Benchbook, Volume 1—Third Edition \(2005-2008\)](#)
- [Traffic Benchbook, Volume 2—Third Edition \(2005-2008\)](#)
- [Traffic Benchbook, Volume 3—Third Edition \(2005-2008\)](#)

Click on a benchbook to access the updates for that benchbook.

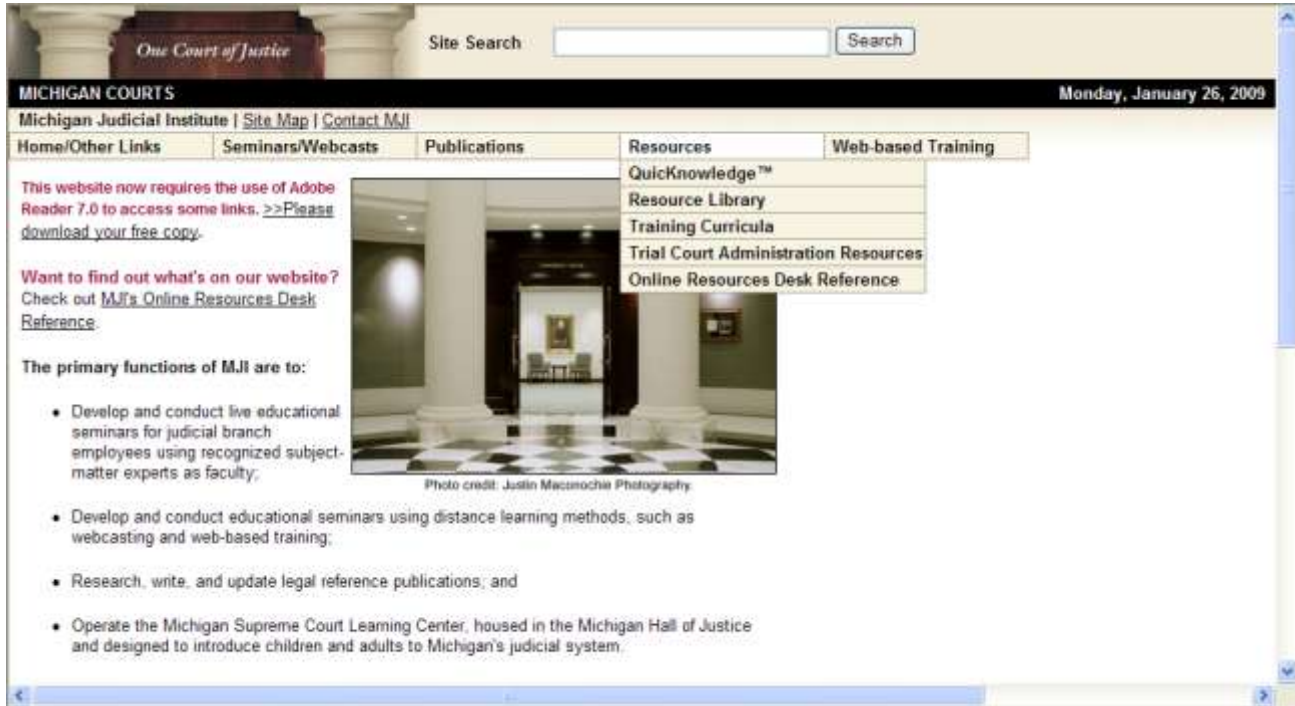


The specific updates issued for that quarter are ordered by placement in the benchbook and include a summary of the legal/substantive change to the benchbook's text. Clicking on a specific update link on the summary page will access a copy of the actual benchbook page on which the update appears.




The update is integrated into the existing benchbook text and the pages on which the update appears may be printed from this location. The pages appearing in this update format **replace** existing benchbook pages. The updated text is underlined.

Resources Menu



From the Resources menu users may access a direct link to QuicKnowledge.com training modules; make requests of free resources through the MJI Resource Library; and access various training curricula and resources designed for trial court employees and administrators.

QuickKnowledge.com



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QuickKnowledge™ ★ [Learn how to log-on here.](#)

QuickKnowledge is a variety of short courses that can be accessed by logging on to www.QuickKnowledge.com either at work or at home. It is a knowledge resource available to court employees that can be used in addition to other traditional forms of training such as classroom-based instruction. QuickKnowledge will not replace classroom seminars, but is a supplement by providing "just-in-time" training solutions to employees.

Access to QuickKnowledge is authorized through your supervisor. He or she will provide a special code called a Quick Key, which is required to utilize the website.

User Policy: Employees are permitted to utilize these development courses at his/her manager's discretion. Abuse of this resource may result in an employee's privileges being revoked.

List of Curriculum (44KB PDF)

Logging on for the First Time

1. Go to www.QuickKnowledge.com
2. Click on Register.
3. Complete the personal information fields.
4. Create a unique personal password in the field provided. **You will need this password each time you log on in the future.**
5. Enter the Quick Key and click Submit.

For Trial Court Employees :

6. On the next screen type in your court name (e.g., 14A District Court).
7. Choose your county from the next pull down menu.

For SCAO, Court of Appeals or Michigan Supreme Court Employees :

6. On the next screen type in your employee number including the letter H before it.
7. Click Submit.

8. Your personal account information and a list of courses will appear on the next screen.
9. Scroll through the list of course titles. Click on the title of the course which interests you.

This will take you to the course content.

To view a log-on demonstration, click on this link.

Contact MJJ at 517-373-7171 for your Quick Key.

Resource Library

what's new

welcome

wbt

resources

Resource Library

[BROWSE BY CATEGORY](#) | [KEYWORD SEARCH](#)

Purpose

The Michigan Judicial Institute Resource Library has been established to provide resources free of charge for continuing education of judges and personnel employed by the Michigan court system. It is believed that these resources can be used effectively by individuals or groups in local programs of continuing judicial system education.

Requesting Materials

Requests by judges and court staff maybe made directly to the Michigan Judicial Institute in any of the following ways:

- **Computer:** You can [Browse](#) by category, or do a [keyword search](#). You can then immediately order the resource on-line!
- **Phone:** Call MJJ at **517-373-7171** and ask for assistance regarding Resource Library Materials.
- **FAX:** A request form is available upon request. The completed form can be faxed to 517-373-7615.


Lending Policy

The number of copies of each resource is limited. Materials will be loaned for a period of up to **1 month**. An additional extension of 1 week will be granted if no other request for that resource is pending and the Institute has been contacted prior to the original date.

Shipping Policy

MJJ will incur the costs of shipping materials to you. You are responsible for the cost of returning materials to MJJ. Included with your materials will be a notification of the date for return. MJJ appreciates your attention to his date and returning the materials in a timely manner. Doing so will ensure that MJJ can continue to provide this resource to all courts throughout Michigan.

Training Curricula



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Training Curricula for Court Personnel

This curriculum was developed by a subcommittee of the Michigan Judicial Institute Court Support Personnel Consortium, an advisory committee made up of court staff from around the state. The curriculum is intended to serve as a toolbox of resources to assist local courts and designated trainers to develop educational sessions for local court staff. Resources may be tailored to fit the specific needs of your court.

If you have questions or comments or would like to share information regarding training resources, tools, or best practices utilized for training in your court, please contact Cathy Weitzel, Training and Development Specialist, at weitzelo@courts.mi.gov or (517) 373-7510.

New Employee Curriculum (First 6 months of employment)

- [Overview of the Courts](#)
- [Court Mission, Vision, and Strategic Plan](#)
- [Policies and Procedures](#)
- [Your Role as a Court Employee](#)
- [Phones, Faxes, and Other Technology](#)
- [Legal Terminology/Legal Advice](#)
- [Customer Service Basics](#)
- [On-the-Job Training](#)
- [Managing Your Workload](#)

Professional Development Curriculum (employed 6 months or longer)


- [Dealing with Difficult Customers](#)
- [Leadership Development](#)
- [Managing Stress](#)

[Contact MJII](#) Trouble with the site? Visit [Tips Page](#).

This site was last updated on 04/17/2009 10:10:20.

Click on each topic to view the specific training resources available.

Trial Court Administration Resources



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Trial Court Administration Resources

The Michigan Judicial Institute produces materials related to various administrative aspects for the courts. Below you will find a list of materials that can be downloaded at your convenience. The resources are updated periodically as needed.

- [Court Rules Web-Based Training Reference Guide](#)
- [Employee Guide to Legal Advice](#)
- [Handbook of Legal Terms](#)
- [Legal Advice Quick Reference](#)
- [Model Code of Conduct for Judicial Employees](#)
- [Print Training Modules](#)
- [Your Guide to Accessing Michigan Courts](#)

Web-Based Training



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This website now requires the use of Adobe Reader 7.0 to access some links. >>[Please download your free copy.](#)

Want to find out what's on our website? Check out [MJJ's Online Resources Desk Reference](#).

The primary functions of MJJ are to:

- Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;
- Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;
- Research, write, and update legal reference publications; and
- Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.




Photo credit: Justin Maconochie Photography.

Web-based Training Overview

Accessing the Michigan Courts (MJJ)

Campaign Ethics for Judges (MJJ)

Juvenile Justice Topics (OJJDP)

Juvenile Probation Officer Web-Based Training

Legal Advice (MJJ)

Making Ethical Decisions (MJJ)

Personal Protection Orders (MJJ)

Your Guide to the Michigan Court Rules

The Michigan Judicial Institute offers a wide variety of training programs available via the Internet. For a brief overview of each web-based training (WBT), click on “Web-based Training Overview”. To access a particular WBT, simply click on the title to launch the program.



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